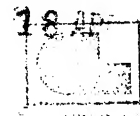


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D/D

DDA 83-0054/15



15 April 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 15 April 1983

1. Progress reports on tasks assigned by DCI/DDCI:

All action on tasks assigned by the DCI/DDCI has been completed.

2. Items/events of interest:

a. The official opening ceremony for the Northside Computer Center was conducted on 13 April. Representatives from DIA and CIA attended. The DIA computer operators for the DIA Early SAFE Capability are scheduled to begin shift work in the Northside Computer Center on 18 April.

b. During the first half of FY-1983, the Agency has incurred nine penalty payments under the Prompt Payment Act which total \$958.25. (A total [redacted] transacted during this time.) No early payments, reportable to the Office of Management and Budget, were made during this period. During the period October 1982 - March 1983, discounts in the amount of \$550,350 were earned. This represents 94.4% of all discounts offered by commercial vendors for this period; it is more than twice the amount of earned discounts for the same six-month period in FY-1982 (prior to the Prompt Payment Act).

c. The Deputy Director for Administration (DDA) is meeting with Senator Warner on 15 April to provide him with information which he requested regarding the new building on the Headquarters compound. --CANCELED

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e. A Freedom of Information and Privacy Act symposium, under the auspices of the Office of Information Services, was conducted [redacted] on 7 and 8 April.

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f. During the reporting period, the Office of Security's Security Education Group provided its quarterly security awareness briefing to new General Services Administration (GSA) personnel assigned to Agency facilities.

g. The Nuclear Weapons Orientation Advanced Course, held in the Headquarters Auditorium, ended on 7 April.

h. The current running of the Career Trainee Development Program began on 11 April with 14 Career Trainees (CTs) and three Directorate of Operations (DO) officers who are scheduled for the Operations Course beginning in August. All of the CTs are currently scheduled for assignment to the DO upon completion of their training. Of the 14 CTs in this class, 10 are females and 4 are males.

i. Members of the Building Planning Staff and construction specialists from GSA are presently participating in the first major design review for the proposed new building. The review is to be completed on 24 April, at which time design activities will be accelerated.

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3. Significant activities anticipated during the coming week:

a. The DDA and other Agency officials will visit the Wang Laboratories, Lowell, Massachusetts, on 19 April.

b. The DDA will address the FBIS Bureau Chiefs Conference at Headquarters on 21 April.

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Harry E. Fitzwater

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EO/DD cn (15 April 1983)

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